

CITY OF TUALATIN

Classification Description

Job Title: Accountant
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt

SUMMARY: Assists in planning, organizing and auditing the accounting and financial transactions of the City. Works independently to solve complex accounting problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs advanced professional accounting work in the processing and maintenance of financial data and expenditure controls. Collects, compiles, tabulates and analyzes data and accounting procedures.

Prepares audits of internal functions and procedures including contracts, purchasing, franchise agreements, business licenses, taxes and other financial activities.

Maintains and assures the accuracy of journals and ledgers.

Prepares, verify, adjusts and balances control accounts for budget processing.

Monitors the fixed asset program and the purchasing function.

Compiles information for a variety of narrative and statistical reports.

Reviews vouchers and makes necessary adjustments.

Reconciles bank statements, report discrepancies and problems.

Responds to inquiries of a research or technical nature and prepares copies of documents upon request and distributes them as directed.

Maintains department control records, computer backup tapes, etc.

Assists the public, public officials and other employees in a friendly and courteous manner.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities. May provide direction to Accounting Technicians.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Analytical - Synthesizes complex or diverse information; Collects and researches data.

Ethics - Works with integrity and ethically.

Judgment - Displays willingness to make timely decisions; Exhibits sound and accurate judgment.

Organizational Support - Follows policies and procedures; Completes tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret complex written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge: Advanced knowledge of the principles and practices of modernized governmental accounting and of the laws regulating public finance and fiscal operations. Considerable knowledge of the principles and practices of municipal budgeting. Knowledge of investment management, economic theory and public purchasing processes. Knowledge of and ability to make period-end and year-end accounting entries.

Mathematical Skills & Abilities: Ability to work with mathematical concepts such as probability and statistical inference quickly and accurately. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze accounting and auditing problems and to develop effective controls. Ability to maintain moderately complex financial records and prepare clear and concise reports.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Special Skills: Ability to maintain confidentiality of information. Ability to establish and maintain effective working relations with the general public, public officials and other employees. Ability to operate various office equipment including: PC, data terminal, typewriter, printer, fax, copier and telephone. Any satisfactory equivalent of education, experience and training which ensures the ability to perform the work may substitute for the above qualifications.

Computer Skills: Ability to operate a personal computer. Recent and extensive experience with a mainframe based financial system. Experience with financial software, which has many integrated software modules such as: cash receipts, general ledger, purchasing and payroll. Working knowledge of word processing and spreadsheet software programs.

EDUCATION and/or EXPERIENCE: Bachelor's degree in Accounting and three years of progressively responsible experience performing advanced accounting duties, preferably for a public agency.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Duties of this position will be performed in an indoor environment with a quite to moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions.